

Chief Executive Office

CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

SENIOR SECRETARY III

(Immediate opening in the Public Safety Cluster/Office of Emergency Management)

The Chief Executive Office is seeking a highly motivated and well-qualified individual for the position of Senior Secretary III in the Office of Emergency Management (OEM). OEM has a significant level of responsibility for a wide variety of emergency management related activities that include planning and preparing for natural and man-made emergencies; educating the public on personal preparedness; coordinating and supporting preparedness, response, recovery and mitigation efforts for the entire Operational Area; serving as the coordination and communication link to the California Master Mutual Aid System; collecting and disseminating critical information; and obtaining funding and other aid in support of the overall preparedness of the County of Los Angeles.

The successful candidate will report directly to OEM's Deputy Director and will provide full-time secretarial support.

Duties and Responsibilities:

- Acts as intermediary between OEM's Deputy Director and section staff, communicating messages and requests, both written and verbal.
- Provides written and verbal response to inquiries; screens telephone calls and provides immediate assistance requested information or refers callers to appropriate staff for assistance.
- Prepares and finalizes correspondence, documents, forms, etc., and ensures that all materials submitted for approval have been proofread, are grammatically correct, and that all relevant information, attachments, clearances, etc., are included.
- Maintains OEM's Deputy Director's calendar and coordinates meetings as requested.
- Orders, maintains, and distributes office supplies and requests and coordinates the receipt of services and repairs of office equipment.
- Tracking internal and external assignments and creating/maintaining comprehensive filing systems.
- Recommends improvements to office protocols/operating procedures for the section.

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Chief Executive Office – Career Transfer Opportunity

Senior Secretary III

Page 2 of 2

- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for approval upon request.
- Serves as the section timecard coordinator.

Desirable Experience:

- Familiarity with general County emergency management operations and working knowledge of County policy, procedure and practice.
- Strong interpersonal skills with the ability to work effectively with all levels of staff, County departments and Board offices.
- Positive attitude and the ability to work in a fast-paced, demanding environment.
- Strong knowledge of Microsoft Word, Outlook, and Excel.

Position Requirements:

Must currently hold the payroll title of Senior Secretary III or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

Who to Contact:

Interested individuals should submit a resumé detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Wednesday, July 2, 2014** and sent to:

Chief Executive Office
Human Resources Section
Attention: Kimberly Arias
500 West Temple Street, Room 785
Los Angeles, CA 90012
karias@ceo.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION